



ADMINISTRATIVE COURT SERVICES MANAGER (PROGRAM MANAGER I)

District Court

The recruitment will remain open until sufficient applications from qualified candidates are received. The first review will be conducted for all paper applications received by 5:00 p.m. on *Friday, February 16, 2007* (Applications submitted on-line are due by 11:59 p.m.)

THE JOB

The Administrative Court Services Manager will have a primary focus on oversight of accounting, customer service and civil case processing staff of District Court. This position will perform a variety of accounting related tasks with emphasis on analysis of monthly financial reports, production of ad hoc reports and reconciliation of the court's trust account. This position will also be responsible for developing work plans, conducting research and resolving problems, and developing final reports on various policy, code, and administrative issues. The Program Manager I will report to the County's District Court Administrator.

QUALIFICATIONS

This position requires a Bachelor's degree in public administration, business, accounting or a closely related field and two to four years of experience in court administration or a court-related legal environment in a management or supervisory capacity.

The following additional knowledge and experience are highly desirable:

- Knowledge of accounting principles and practices.
- Experience analyzing problems, identifying alternative solutions and developing and implementing recommendations.
- Experience supervising and guiding the work of others, providing training and handling disciplinary matters in a union environment.
- Demonstrated time-management and organizational skills. Ability to effectively handle multiple priorities.
- Excellent interpersonal communication skills. Ability to develop and maintain effective working relationships.
- Strong analytical, research and written communication skills.
- Knowledge of the court operations and judicial proceedings.

SALARY

The 2007 salary range is \$4,668 – \$6,646 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Assessment (Pass/Fail) – Complete the Assessment attached to this recruitment. Applicants who do not complete this material will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Letter of Interest (Optional) – In addition to the Clark County application, applicants may submit a letter of interest detailing their experience in the areas mentioned above.
4. Oral Interview (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
5. Employment References may be conducted for the final candidates.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

Apply online on our website @ www.clark.wa.gov, submit a paper application which may be downloaded from www.clark.wa.gov/hr/employment/app_materials.html, or come into our office at 1300 Franklin Street, 5th Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / **TDD** (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 403,500, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County values diversity in the workplace and is an equal opportunity employer. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; TTY (360) 397-2445. **If you have questions regarding job announcements please call (360) 397-2456.**

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

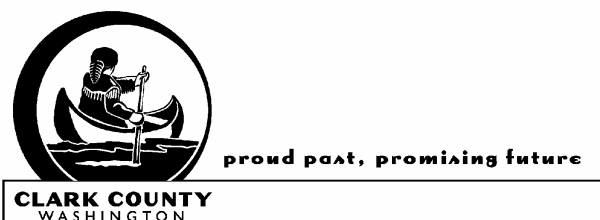


ADMINISTRATIVE COURT SERVICES MANAGER

Assessment Posting IRC1793

Completion of the Assessment is necessary and must be submitted with your application to Human Resources by the closing date. Assessment responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. **CANDIDATES WHO DO NOT COMPLETE THIS WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

1. Technical knowledge - Please rate on a scale of 10 to 1 (10 being superior) your level of expertise and provide an example for each of the following:
 - a. Monitoring/tracking revenues
 - b. Preparing financial reports
 - c. Auditing or reconciling accounts
 - d. Balancing, verifying and finding errors
2. Please describe your experience in the legal field.



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 Email: hradmin@clark.wa.gov
 www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION					
Position Applying for		Posting#	Social Security# (Used for processing-Optional)		
Last Name		First Name	Middle Initial		
Address		City	State	Zip + Four	
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()		
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening			
Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Night <input type="checkbox"/> Weekend			
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. <div style="text-align: center; margin-top: 5px;"><i>(A conviction record will not necessarily bar you from employment.)</i></div>					
EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

**May we contact your
current employer?****Yes [] No []**

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving or considering change:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of

employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ **American Indian or Alaskan Native.** Tribal Affiliation: _____
☐ **Asian or Pacific Islander:**
☐ **Black (not of Hispanic origin):**
☐ **Hispanic**
☐ **White (not of Hispanic origin):**

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- | | | | |
|-----------------------------------------------|----------------------------------------|---------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> The Columbian | <input type="checkbox"/> The Oregonian | <input type="checkbox"/> The Asian Reporter | <input type="checkbox"/> El Latino de Hoy |
| <input type="checkbox"/> The Skanner-Portland | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Spokane Review | <input type="checkbox"/> The Olympian |

Internet Sites:

- | | | | |
|---------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Columbian website | <input type="checkbox"/> Oregonian website | <input type="checkbox"/> Clark County Website | <input type="checkbox"/> Seattle Times website |
| <input type="checkbox"/> El Latino de Hoy website | <input type="checkbox"/> Other Internet/Website: _____ | | |

Other Sources:

- | | | |
|------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Clark County Bulletin Board | <input type="checkbox"/> College/Career Center Referral | <input type="checkbox"/> Acquaintance/County Employee |
| <input type="checkbox"/> Other: _____ | | |